



Clark County Regional Support Network Policy Statement

Policy No. 29
Policy Title: Information Systems
Effective Date: 09/01/2001

Policy: RSN contracted providers shall use the PHP Information System. This system was developed in conjunction with the Clark County Providers, State RSN's and Behavioral Data Systems. The system went through the last major conversion in January 2000. The system also transmits the required data to the Washington State Mental Health Division.

Reference: CC RSN Contract, WAC 388-865, Provider Statement of Work, Provider Contract, Washington State Mental Health Division Data Dictionary, Community Mental Health Services - Authorization Data Requirements.

Procedure:

1. Agencies must have the ability to transmit data to the RSN and Washington State Mental Health Division. This is currently being transacted through Behavioral Data Systems.
2. Agencies will have in place a connection to BDS for the transmission of data, since Behavioral Data Systems is the current operator of the RSN software and has the responsibility to transmit the data to the Washington State Mental Health Division. If data can be transmitted by other means, this requirement may be waived on request.
3. Agencies will participate with the RSN in planning and further development of software.
4. Agencies are responsible for the data integrity of their client records on the IS system.
5. Agencies are responsible for all of the required data elements listed in the Data Dictionary and Information System Project Manual.
6. Agencies shall have a representative on the IS committee. This representative will attend the CC RSN IS committee meetings.
7. Agencies are to submit a MIS Quality Control Plan to the RSN for review and approval.
8. Providers will assure that a unique identifier code is used for each consumer and that there are no duplicates of consumer identification numbers within an Agency.
9. Agencies have ten (10) days from the last day of the month in which the service was provided to transmit their activity data.

10. Agencies have ten (10) days from the last day of the month in which an intake/assessment was initiated to transmit consumer demographic, assessment and crisis plan (for high-risk consumers) data.

Approved by: _____ Date: _____
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Clark County Department of Community Services